



**17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037**

**DRAFT**

**LIBRARY COMMISSION**

**&**

**LIBRARY BUILDING COMMITTEE**

**JOINT MEETING**

**AFTER ACTION**

**MONDAY, JANUARY 13, 2003**

**LIBRARY COMMISSION**

Morgan Hill Civic Center  
17555 Peak Avenue  
Morgan Hill, CA 95037

Chair Kathleen Stanaway  
Vice-Chair Jeanne Gregg

Member Charles Dillmann  
Member Charles Cameron  
Member Kathleen Keeshen  
Member George Nale  
Member Mary Ellen Salzano  
Member Einar Anderson  
Member John Boyne

**LIBRARY BUILDING COMMITTEE**

Chair Steve Tate  
Vice-Chair Del Foster  
Members Sarah Flowers, Julie Farnsworth,  
Claudette Beaty, Beverly Williams

**7:00p.m.**

**CALL TO ORDER**

Chair Stanaway called the meeting to order at 7:07 p.m.

**ROLL CALL ATTENDANCE**

Library Commission: Commissioner Boyne - Absent

Library Building Committee Vice-Chair Del Foster, & Member Claudette Beaty - Absent

**DECLARATION OF POSTING OF AGENDA**

Per Government Code 54954.2

**PLEDGE**

Led by Chair Stanaway

**PUBLIC COMMENTS**

None

**REPORTS:**

1. **COUNTY LIBRARY REPORT**  
Legislation-Funding and Budgeting-

**Deputy County Librarian**  
**Julie Farnsworth**

Joint Powers Authority

**Council Member Steve Tate**

Deputy County Librarian Farnsworth announced the new County Librarian, Melinda Cervantes, could not attend the Morgan Hill Library Commission due to a conflict with another commission meeting. Ms. Farnsworth explained how the State's budget deficit will effect the Santa Clara County Library System. The reduction in the revenue from the Vehicle License Fees could mean reduction of \$1.3 million to the library system. She also reported the Library's Cooperative Agreement with the State could be altered to authorize the County to charge library patrons who do not reside within a library's service area. She stated this would cause tremendous strife among library users in Santa Clara County who choose to visit libraries beyond the borders of the library system. She hopes this will be defeated in order to avoid the inconvenience to library patrons and extra paper work for library staff. The proposed fees would be \$1 to \$5 per transaction.

2. **MORGAN HILL LIBRARY REPORT**  
User Statistics-Staffing-Programs-Upcoming Events

**Community Librarian Sarah Flowers**

Ms. Flowers reported she hopes to hire a new Children's Librarian by early February to replace Phyllis McLaughlin who recently retired. She also reported the library is planning to install a new computer system at the end of January. The new computer system is a thin client flat panel. Commissioner Salzano asked if the new system would be intimidating to "non computer savvy" patrons. Ms. Flowers responded there are now two test computers set up in the library. The Library is looking for feedback and she encouraged members of the Commission to visit the library and use the new computers. Ms. Flowers will attend the American Library Association conference in Philadelphia and will be out of the office from January 20 through January 28, 2003.

3. **LEGISLATIVE COMMITTEE**

**Member Dillmann**

Commissioner Dillman reported the State's budget crisis is the major issue among legislators. He stated it could take several weeks or months to decipher the intricacies of the budget and its effect upon local governments throughout the State. He also reported that Senator Dede Alpert has introduced a new library bond that will provide more funds to renovate and construct new libraries. He will track the progress of this proposed bond and report back to the Library Commission on a regular basis.

Council Member Steve Tate stated the impact of the budget crisis on cities is two-fold: 1) the reduction in revenue received from vehicle license fees and 2) the transfer back to the State of city revenue such as the property

taxes used for the Redevelopment Agency. A meeting of elected officials was held in Mountain View to address the effect on local governments. The budget will continue to be a priority as the crisis continues.

**4. SISTER CITY COMMITTEE**

**Members Dillman, Anderson, Boyne and  
Nale**

Commissioner Dillman reported the Committee would like to hold a fund raising event at the Community and Cultural Center for the Britton Jazz Band. The proceeds would enable to the Jazz Band to visit Morgan Hill's Sister City, San Casciano, Italy during its trip to Europe next summer. He also stated the Committee would like to have a Sister City display at the Community and Cultural Center. Commissioner Anderson asked if there was going to be display at the Library. Commissioner Dillman responded he believed the Library was not able to accommodate a display, but would like to continue discussions with the library to develop a selection of books related to Morgan Hill's Sister City. Ms. Flowers stated the Library does have a display case that could accommodate such a display and she would be happy to work with the Sister City Committee to reserve time for the display.

Commissioner Nale reported the Sister City Committee is moving forward with developing a formal relationship with the Mexican city of San Martin de Hidalgo. This city is outside of Guadalajara. It is similar to Morgan Hill in that its industry is both agricultural and high tech. The Committee is looking forward to formalizing this relationship and looks forward to developing programs such as a youth exchange.

**CONSENT CALENDAR**

**5. APPROVAL OF MEETING MINUTES OF JANUARY DECEMBER 9, 2002**

Commissioner Nale motioned to approve the minutes as amended.

Commissioner Cameron seconded the motion. Minutes approved as amended (8:0)

**BUSINESS:**

**6. LIBRARY BOND ACT OF 2000 - CYCLE II GRANT APPLICATION**

**Recommended Action: Information Only.** Library Commission and Library Building Committee to discuss potential changes to narrative and library design in order to strengthen application.

Council Member Steve Tate announced the City of Morgan Hill will submit another application to the State on March 28, 2003. He reported that he and the other members of the grant application team learned a great deal from the successful applications and have identified areas in the application to strengthen and improve. There will be an effort in the new application cross reference the needs of the community and the services and programs designed to meet those needs throughout the application. A section regarding technology services will be added. The Cooperative Agreement with the School District will also be changed to reflect a strong and cooperative partnership. Ms. Farnsworth stated Evelyn Howard is working on the technology portion of the application to reflect those changes plus highlight the services and programs the Library already provides.

Chris Noll, the architect of the proposed library, stated that Morgan Hill's cost per square foot was higher than other applications, but it could be lowered for the new application. This could be achieved by combining functional areas and using less expensive materials. He stated that if such changes were made, they would be highlighted and the rationale for the changes would be made very clear.

Julie Spier stated the application calls for the new building to provide library services for 40 years. In order to meet this requirement and meet the needs of the community, the library was designed to accommodate the expected growth of the community and service area over 40 years. The City and Library did not want to propose a

building that would be too small and obsolete in a few years. Both Council Member Tate and Recreation Manager Spier asked for the Library Commission's input for changes to the application.

Commissioner Nale asked if the amount requested in the application had been lower, would that have increased Morgan Hill's chances for funding. Council Member Tate responded he believed the Office of Library Construction Board was looking at smaller requests in order to fund as many projects as possible.

Chair Stanaway stated that she felt changing the application significantly might send a red flag to the review panel indicating the first application was not a true reflection of the needs of our community. Chris Noll responded the site is expensive because it requires extensive development. He stated he believed that reducing the cost per square foot and/or combining the functions of the different areas would not send a negative message to the review panel. The Community Meeting Room, for example, could be reduced in size and allow the service areas to remain in tact. Chair Stanaway then asked if Morgan Hill's Needs Assessment was wrong. Council Member Tate responded the Needs Assessment was correct and that our application received a high rating for that section.

Vice Chair Gregg asked if the School District would be willing to strengthen its support of the partnership in the Cooperative Agreement. Council Member Tate responded there is a meeting scheduled on January 15 with the School District to begin discussions of needed changes to the Cooperative Agreement. Ms. Gregg asked if everything had to be built at once or could a time line be developed to specify future phases. Ms. Spier responded that phasing projects, such as the fountain area would be a good idea.

Commissioner Dillman asked if making changes to the building plan might open a "can of worms." Ms. Spier responded it's difficult to determine the right approach. She feels perhaps Morgan Hill might improve its chances for funding if the request was reduced from \$13 million to \$10 million.

Vice Chair Gregg asked if the grant information of successful applications was available for review. Ms. Flowers stated the OLC website was posting the applications of successful applicants as they become available. Ms. Farnsworth stated that many of the grant recipients have deplorable conditions in their libraries and although Morgan Hill's Library is not adequate, it is not in as poor condition as others.

Commissioner Dillman asked if there were to be any changes to operating costs. Ms. Flowers responded there would be no changes to the operating costs. Commissioner Dillman then stated the technology section should highlight services to seniors and youth through connection to Youth Center and Senior Center (future Indoor Community Recreation Center.) He also stated the educational TV studio could be used to benefit the entire community, not just the School District.

Chair Stanaway stated some the technology features to highlight could be the internet connection, book delivery, and online book catalogue.

Commissioner Keeshen stated perhaps a plea to the School District to work on strengthening the Cooperative Agreement might be in order. Council Member Tate responded he received a commitment from School Board members Del Foster and ShelleThomas to work together on the Agreement and the City/Library/School partnership.

*In order to accommodate a member of the Youth Advisory Committee regarding Item Number 8 on the agenda, Chair Stanaway interrupted the discussion of the Library Grant application.*

*Item 6 continued...* Commissioner Dillman suggested the application include a description of "lessons learned" from the existing library and what Morgan Hill can do to extend life of new building to last the entire 40 years and beyond. Commissioner Dillman asked if the height of the building might be reduced. Chris Noll stated the building plan has large spaces that can be reduced in order to reduce square footage and cost. The Library is now designed to have 9 foot ceilings and it would be difficult to change the height without changing the structure of the building.

Chair Stanaway asked if any of the successful grant applications were above \$13 million. Ms. Spier responded there were a few over \$13 million, in fact, the San Mateo Library received the maximum grant award of \$20 million. Ms. Spier stated Gilroy's application requested \$10 million and because of Morgan Hill's proximity to Gilroy, the review panel would probably compare the two grant applications very closely. Therefore, it would not be in Morgan Hill's best interest to have a significantly higher cost per square foot than Gilroy. Julie Farnsworth stated that Gilroy's site is flat and the foot print of the building takes up most of site. She added there will be very little room for landscaping and this might be one reason Gilroy's cost per square foot is lower than Morgan Hill's.

Council Member Tate reported that he, along with city staff, met with Assemblymember John Laird to discuss Morgan Hill's application. Assemblymember Laird said it is important to demonstrate Morgan Hill's commitment to leverage community resources in order to fund programs and services. Mr. Tate stated the application will be altered to demonstrate the leveraging funds and resources.

Recreation Manager Spier stated the City is exploring the possibility of working with a Library Consultant to review the application and suggest changes and ways to improve and strengthen the documents.

Beverly Williams, President of the Friends of the Library, stated she would caution against reducing the size of the building. The size of the building was designed in order to serve current and future needs of the community. She also stated the application should reflect ideas and concepts that can be looked to as a model for other libraries.

Commissioner Dillman suggested the application might demonstrate how the Library will serve "hard to serve populations." The School District's portion could emphasize providing services to students in this category in order to enable these students to compete and be successful in school. Commissioner Nale stated that the job market in Morgan Hill has changed recently and that such jobs such as manufacturing have left the area. Students need to be prepared for new types of jobs. Perhaps the application could address the Library's role in strengthening students' academic and vocational skills (i.e. technology.)

Chair Stanaway asked how Morgan Hill scored on the Needs Assessment. Sarah Flowers responded we received a high score on that portion of the application. Commissioner Dillman stated the bar will be raised in Cycle II. Chris Noll stated that a few of the successful applications outlined programs designed to serve migrant labor. Chair Stanaway stated perhaps our application could address the broad geographic area we serve and how technology could be provided to those who cannot travel to the Library easily through satellite technology centers. Vice Chair Gregg asked how something like this would effect labor and operations cost. Julie Farnsworth stated it would impact the Library's budget.

Commissioner Salzano stated the Loving and Learning Center serves primarily Spanish speaking clients who would benefit from technology services. She also stated the Boccardo Living Center in San Martin serves clients who would benefit from these services. Ms. Salzano added that Morgan Hill students no longer have access to career counseling in the school. A program based in the Library to provide this service would help students. Staff Balagso stated by coincidence she had been contacted by a former colleague from the City of San Jose in regard to the workforce development program the City operates. The program is called the Silicon Valley Workforce Investment Network (SVWIN.) This federally funded program provides career counseling services, training opportunities and skills development to CalWorks recipients, workers who have been affected by lay-offs, and youth who are both enrolled in school and those who have dropped out of school. This program is looking to place a satellite office in Morgan Hill. She will explore the needs of the program and find out if this could be temporarily housed at the Friendly Inn.

Beverly Williams stated a program in the schools through which classes could "check-out" a grand parent to teach students about the world of work, investigate a career and make a connection to a certain profession might help the library provide services as well as help the schools.

Commissioner Dillman asked if there might be a way to develop a partnership in order to provide library services to Gavilan students who take classes at the Community and Cultural Center. Commissioner Salzano stated Morgan Hill could explore the "Library of Future" in order to become a model for providing technology services to

its patrons. Julie Farnsworth responded there is not a lot of literature on the "Library of the Future" at this time and there are many interpretations as to what that phrase means. Commissioner Salzano stated that she feels it is important for the Library to strive to remain technologically and educationally advanced. Chris Noll stated that is the reason the prospective Library was designed with flexibility to change and adapt as technology changes. Julie Spier suggested developing a stronger partnership with the Friends of the Library to conduct technology workshops for seniors and youth. The Community Meeting Room in the prospective library could be used by the Friends for these workshops on a regularly scheduled basis. Beverly Williams responded the Friends of the Library's focus had been book sales, but would be open to the possibility of using its members as volunteers to visit the schools and Senior Center. Vice Chair Gregg stated that expanding upon these ideas in the grant application would not be too difficult. Julie Farnsworth stated a few of the "outstanding" applications did not have better ideas and programs than Morgan Hill's, it was that they were better formatted and presented. Commissioner Anderson stated that he reviewed the list of "Technology Ideas" handed out by Council Member Tate at the December meeting and emphasized there are many services on the list, which the Library already provides that the application should highlight and emphasize.

Commissioner Dillman asked if the application would be available for review as the sections were completed. Julie Spier responded "yes" they would be available. Commissioner Keeshen stated that during the previous round, Commissioners who volunteered to assist with editing the document did so toward the end of the project. She added, reviewing the document as it is completed might be helpful.

Council Member Tate stated that it was almost 9:00 p.m. and many ideas had been shared. Commissioner Salzano asked if there might be another meeting to brainstorm about ways to improve the application. Council Member Tate stated since the time frame for the application was short, it might be difficult to schedule another meeting. Chair Stanaway asked the members of the Commission to email Staff Balagso any ideas or suggestions they might have to strengthen the application. She also asked staff if there were any assignments or tasks that could be completed by the Commissioners. Both Ms. Spier and Council Member Tate responded that a list, when developed, would be emailed to Commissioners to request assistance with the application.

## **7. YOUTH REPRESENTATION ON LIBRARY COMMISSION**

**Recommended Action: Information Only.** City staff to report on results of Youth Advisory Committee's discussion of prospective role of youth representative on the Library Commission.

Chair Stanaway selected to interrupt Item 6 and move this item up in order to accommodate the schedule of a member of the Youth Advisory Committee (YAC), Brittany Bach, who attended the meeting to address the Commission. Ms. Bach reported that Commissioner Boyne attended the November Youth Advisory Committee meeting. There was a great deal of interest generated by the possibility of youth involvement on the Library Commission. However, the members of the YAC are still not sure of the role they'd like to have on the Commission (voting vs. non-voting.) Ms. Bach stated that until a role was defined, three members of the YAC would alternate and attend the Library Commission meetings. Chair Stanaway asked if the time of the meeting, 7:00 p.m. to 9:00 p.m., is a problem. Ms. Bach responded that normally the time would not be a problem but that this week is Exam Week. Council Member Tate asked if the YAC members were interested in participating in all issues before the Library Commission or only those that related to youth. Ms. Bach replied they would be interested in all issues. Commissioner Salzano asked if the YAC members wanted to attend a few meetings prior to making a final decision as to the role a youth representative. Ms. Bach was accompanied by her mother, Lanae Bach. Mrs. Bach addressed the Commissioners and stated the YAC members are excited by this opportunity but feel intimidated. If a youth representative were to take an active role on the Library Commission, the members of the Library Commission would have to provide guidance in regard to the role of the Library Commission and the issues before the Commission. Commissioner Nale asked if it might be less pressure on a youth representative to serve as a non-voting member at first, and then phase him/her in at a later date. Commissioner Salzano asked when the next YAC meeting is scheduled. Ms. Bach replied the first Monday of the month at 5:00 p.m. in the Council Chambers. Chair Stanaway stated that this issue will be on the agenda again in February and it will be placed first or second on the agenda to accommodate the schedules of the youth.

**8. SUNDAY HOURS**

**Recommended Action: Information Only.** Continue discussion of support for operation of Library on Sunday.

Council Member Tate stated he was aware of the approved recommendation by the Library Commission to City Council to allocate \$75,000 during Fiscal Year 2003/2004 for operation of the Library for four hours on Sunday. He reported there will be a Council Budget Workshop held on February 5 to begin development of next year's operating budget. He stated the impact of the State's budget shortfall on the City will be discussed. He cautioned that any budget requests that effect the General Fund will probably not be granted. Recreation Manager Spier stated the Commission's recommendation will be submitted along with the Recreation and Community Services Division budget as a separate item. The City Manager will review the recommendation and determine if there will be available funds during next fiscal year. Commissioner Keeshen asked if reducing the hours of operation on Sunday would alleviate any of the financial burden. Community Librarian Flowers responded that it would not make a difference because the Library would have to pay full-time staff for their time on the job plus benefits.

Chair Stanaway asked if the extra hours had to be on Sunday. She suggested additional evenings as opposed to Sunday hours. Ms. Flowers responded that the Cupertino and Los Altos Libraries added evening hours before they added Sunday hours.

**9. FUND RAISING STRATEGIES FOR MORGAN HILL LIBRARY**

**Recommended Action: Information Only.** Library Commission to begin discussion of development of potential fund raising strategies for Morgan Hill Public Library.

Chair Stanaway deferred this agenda item to the February 10, 2003 meeting.

**10. REPORT ON CALIFORNIA LIBRARY ASSOCIATION CONFERENCE-NOVEMBER 15-18, 2002**

**Recommended Action: Information Only.** Commissioners Anderson, Boyne, and Keeshen to report on sessions attended and information gathered at the California Library Association Conference.

Chair Stanaway deferred this agenda item to the February 10, 2003 meeting.

**ANNOUNCEMENTS**

None

**FUTURE AGENDA ITEMS: Purpose:** Commissioners and staff to recommend items to be placed on the agenda.

School/Public Library Cooperation

Library of the Future

**ADJOURNMENT**

To the February 10, 2003 Library Commission Meeting.

Commissioner Salzano motioned to adjourn the meeting.

Commissioner Cameron seconded the motion. Motion to adjourn approved (8:0.)

